



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN# 16-10

MEMORANDUM

To: School Health & Nutrition Program Sponsors
From: Tina Herzog, Acting Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Services
Lynn Ladd, Director
Arizona Department of Education, School Health & Nutrition Programs
Date: September 30, 2009
RE: Clarification of Direct Verification

Original Signed

The purpose of this memo is to clarify the Arizona Department of Education (ADE) procedures for direct verification, **especially concerning the use of Medicaid/Medical Assistance (MA) data**. As stated in CN# 05-09 ADE has created the following direct verification options in *CNP Direct Certification/Direct Verification*:

1. Case Number Search:
 - If an application is selected for verification that has a case number, indicating the household receives benefits from Supplemental Nutrition Assistance Program (SNAP), Cash Assistance (CA), or Temporary Assistance for Needy Families (TANF); Local Education Agencies (LEAs) are **required** to utilize the ADE Direct Verification Case Number Search first. See the *Verification Guidance Manual* (<http://www.ade.az.gov/Guidelines/FoodNutrition/EX-14.pdf>) for more details.
 - As a reminder (refer to CN#16-06) Food Distribution Program on Indian Reservations (FDPIR) case number applications cannot be verified through the CNP Direct Verification online system. LEAs have the option of contacting the Indian Tribal Organization (ITO) to directly verify FDPIR case number applications.
2. Data Entry + MA database:
 - Allows LEAs to individually verify any free meal eligible children selected for verification by inputting student information into required fields. Children participating in SNAP, CA, TANF, or state Medicaid programs will be matched against the Department of Economic Security (DES) database.

3. Upload File + MA database:

- Allows LEAs to verify all free meal eligible children selected for verification by uploading a file containing required student information. Children participating in SNAP, CA, TANF, or state Medicaid programs will be matched against the DES database.

Direct verification data may only be used for verification purposes and not certification. If information obtained through direct verification of an application for free meal benefits indicates a child participating in any of the DES programs listed above, no additional verification is required. The eligibility status of the child or children listed on the application is considered verified. If none of the children's participation is confirmed by the direct verification source, regular verification procedures must be followed.

ADE's databases for Case Search, Data Entry + MA, and Upload File + MA will only provide results for children with benefits at or below 133% of the Federal poverty line, and therefore can only be used to verify free eligibility for meal benefits. All children selected for verification at reduced-price meal benefits must verified usually regular verification procedures.

Information Used for Direct Verification

- LEAs conducting direct verification should only submit the names of the eligible children* and not the names of other members of the household. For the purposes of direct verification, **if one eligible child is participating in the SNAP, FDPIR, CA, or Medicaid; all eligible children in that child's household are considered verified.**
 - *In this memo, "eligible child(ren)" means children certified for **free** meals whose household application has been selected for verification. Direct verification can only be used to confirm **free** eligibility benefits, and may not be used to make changes in eligibility status. Children who are members of households participating in the SNAP, FDPIR, and CA/TANF are considered case number eligible; children who are participating in the State Medicaid program are not.
- Please refer to memo CN# 13-10 (<http://www.ade.az.gov/health-safety/cnp/nslp/Memos/Memos09-10/CN13-10.pdf>) for recent changes in eligibility certification procedures and how they will affect verification, which states:

Document source	Certification	Subject to Verification
Student(s) listed with case number on a household application	All students in household certified free	Yes
Directly certified student(s) on direct certification match result list	All students in household certified free	No

- Reminder CN#13-10 supersedes policy provided in the January 2008 edition of the USDA *Eligibility Manual for School Meals* concerning categorical eligibility and the *Free and Reduced-Priced Policy Manual, Revised Sept 2006* found online at <http://www.ade.az.gov/health-safety/cnp/nslp/GuidanceManual/>. This modified policy is also extended to the Summer Food Service Program when household applications are required (e.g., closed enrolled sites, summer camps, etc.).

For further clarification on how MA limits pertain to direct verification please refer to CN# 13-07.

If you have questions or concerns regarding this memo, please contact your assigned School Health & Nutrition Program Specialist at 602-542-8700.